

## How to Register – Senior Center classes register at 425-556-2314

### Redmond Residents:

**Begins Monday, August 9**

*(Those residing or \*working within city limits.)*

### Non-Residents:

**Begins Monday, August 16**

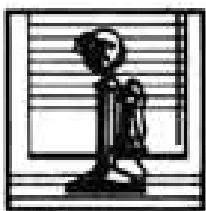
*(Those residing outside Redmond city limits.)*

**For 50+ Programs, call 425-556-2314.**

*Note:* Early registration will not be accepted. Be sure to indicate if you work in Redmond City Limits before you register. \*Family members are eligible for the resident rate.

**Here are your registration choices:**

#### Phone-In



By VISA/MasterCard ONLY!  
\$10 Minimum

Phone - 425-556-2300

9am-2pm and 5-8pm

Monday - Friday

10am-1pm Saturdays

Fill out registration form  
before calling.

#### Mail-In



First come, first served.  
Send form & payment by  
check or credit card to:

CITY OF REDMOND

Parks & Recreation

Department

MS: ORSPK

PO Box 97010

Redmond WA 98073-9710

#### Walk-In



Monday - Friday 8am-8pm

Saturday 9am-1pm

Recreation Office

Old Redmond Schoolhouse

Community Center

16600 NE 80 Street

or

Utility billing night deposit

box at City Hall -

15670 NE 85 Street

#### FAX



For 24-hour  
convenience:

425-556-2303

With VISA/MC

Please print clearly.

(See mail-in/fax  
information below.)

#### ON LINE [www.redmond.gov](http://www.redmond.gov)

To receive access to our on-line registration system, fill out the Account Request form under Redmond Parks and Rec OnLine at [www.redmond.gov](http://www.redmond.gov). You will receive e-mail confirmation that your account is set up usually within 24 hours.

- ◆ Have your PIN, Client ID, and credit card handy. Log in to the system and make your selections. Follow all directions.
- ◆ Print a receipt – there may be additional important information about the class.
- ◆ Some classes are not available online; please use an alternative registration option.
- ◆ On-Line registration begins at 12am on the first day of registration. Beat the rush and avoid long hold or wait times by registering on-line.



### Registration Procedures

#### Mail-In/Fax Registration:

- ◆ Separate checks (mail-in) are requested for ALL preschool-age classes.
- ◆ Please list all acceptable alternate classes on the form. If your first choice is not available, you will automatically be placed in your alternate selection. **Check your confirmation receipt!**
- ◆ Waiting Lists: If class/es requested are full, you will be placed on a waiting list.
- ◆ Payment due with registration. Checks, Visa, MasterCard. **PLEASE DO NOT MAIL CASH!**

### General Policies & Procedures

- ◆ One family per registration form (photo copies okay).
- ◆ Pre-registration required for all programs; no in-class registrations will be accepted.
- ◆ Register early before classes are filled or cancelled.
- ◆ Classes will be cancelled if enrollment is low prior to the beginning of the class. **DON'T WAIT TO SIGN UP!**
- ◆ For phone, mail, faxed registrations, confirmation receipts are mailed. Call if you don't receive one, 425-556-2300 press 3. Print a confirmation receipt yourself with OnLine registration.
- ◆ **Refund policy**, page 41.
- ◆ For Farrel-McWhirter Preschool Refund Policy, see Preschool Parent Guide.
- \* ◆ Work residency rates apply to non-resident employees who work inside Redmond city limits and **family members are included.**
- ◆ Visitation or observation of classes is not encouraged, because drop-in attendance can affect the quality of the class experience for registered participants. In some cases, with prior approval of the program administrator, we can make an exception. Please direct inquiries to the Recreation office, 425-556-2300.
- ◆ Photographs and videotapes may be taken by staff for future publications.

#### A Note to Parents:

In hardship cases, please make a confidential contact with the Recreation Office Supervisor, 425-556-2300.

**For More Information Please Call 425-556-2300.**

*See page 41 for registration form.*